

FIRST REGULAR SESSION

House Resolution 109

91ST GENERAL ASSEMBLY

1464L.011

RULES OF THE HOUSE

Adopted January 18, 2001

ORDER OF THE DAY AND CALENDAR

Time of Meeting.

Rule 1. The time of meeting by the House unless otherwise ordered, shall be 10:00 o'clock a.m.

Order of Business.

Rule 2. The first of each day, after the House is called to order, shall be employed as follows:

- (a) Prayer.
- (b) Pledge of Allegiance to American Flag.
- (c) Order of Business:
 - (i) Reading and approval of the Journal of the previous day's session.
 - (ii) Introduction and first reading of House Joint Resolutions.
 - (iii) Introduction and first reading of House Bills.
 - (iv) Second reading of House Bills and Joint Resolutions.
 - (v) Reports of standing committees.
 - (vi) Reports of special committees.
 - (vii) Bills, reports and other business on the table.
 - (viii) House Joint Resolutions to be perfected and printed.
 - (ix) House Bills to be perfected and printed.
 - (x) Third reading of House Joint Resolutions.
 - (xi) Third reading of House Bills.
 - (xii) Messages from the Senate.
 - (xiii) First reading of Senate Joint Resolutions and Senate Bills.
 - (xiv) Second reading of Senate Joint Resolutions and Senate Bills.
 - (xv) Third reading of Senate Joint Resolutions.
 - (xvi) Third reading of Senate Bills.
 - (xvii) Introduction of petitions, memorials, remonstrances and resolutions.
 - (xviii) Adoption of petitions, memorials, remonstrances and resolutions.

35 (xix) Such other orders of business as deemed necessary pursuant to law.

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Headings in House Calendar.

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39 **Rule 3.** There shall be provided on the House calendar the following divisions:

40 (a) House Bills for second reading.

41 (b) House Joint Resolutions for second reading.

42 (c) House Bills to be perfected and printed.

43 (d) House Joint Resolutions to be perfected and printed.

44 (e) House Appropriation Bills to be perfected and printed.

45 (f) House Revision Bills to be perfected and printed.

46 (g) House Bills - Federal Mandate to be perfected and printed.

47 (h) House Bills to be perfected and printed-laid over informally.

48 (i) House Joint Resolutions to be perfected and printed-laid over informally.

49 (j) House Appropriation Bills to be perfected and printed-laid over informally.

50 (k) House Revision Bills to be perfected and printed- laid over informally.

51 (l) House Bills - Federal Mandate to be perfected and printed-laid over informally.

52 (m) House Bills to be agreed to and placed upon third reading and final passage.

53 (n) House Joint Resolutions to be agreed to and placed upon third reading and final passage.

54 (o) House Appropriation Bills to be agreed to and placed upon third reading and final passage.

55 (p) House Revision Bills to be agreed to and placed upon third reading and final passage.

56 (q) House Bills - Federal Mandate to be agreed to and placed upon third reading and final passage.

57 (r) House Bills to be agreed to and placed upon third reading and final passage-laid over informally.

58 (s) House Joint Resolutions to be agreed to and placed upon third reading and final passage-laid over informally.

59 (t) House Appropriation Bills to be agreed to and placed upon third reading and final passage-laid over informally.

60 (u) House Revision Bills to be agreed to and placed upon third reading and final passage-laid over informally.

61 (v) House Bills - Federal Mandate to be agreed to and placed upon third reading and final passage-laid over
62 informally.

63 (w) House Bills reported out of committee by consent and placed upon Consent Calendar for Perfection.

64 (x) House Bills perfected by consent to be agreed to and placed upon third reading and final passage.

65 (y) Rules Committee Calendar, House Bills or Joint Resolutions to be perfected and printed.

66 (z) Rules Committee Calendar, House Bills or Joint Resolutions to be perfected and printed-laid over informally.

67 (aa) Rules Committee Calendar, House Bills or Joint Resolutions to be agreed to and placed upon third reading
68 and final passage.

69 (bb) Rules Committee Calendar, House Bills or Joint Resolutions to be agreed to and placed upon third reading
70 and final passage-laid over informally.

71 (cc) Rules Committee Calendar, Senate Bills or Joint Resolutions to be agreed to and placed upon third reading
72 and final passage.

73 (dd) Rules Committee Calendar, Senate Bills or Joint Resolutions to be agreed to and placed upon third reading
74 and final passage-laid over informally.

75 (ee) Senate Bills for second reading.

76 (ff) Senate Joint Resolutions for second reading.

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- 77 (gg) Senate Bills for third reading and final passage.
78 (hh) Senate Joint Resolutions for third reading and final passage.
79 (ii) Senate Revision Bills for third reading and final passage.
80 (jj) Senate Bills - Federal Mandate for third reading and final passage.
81 (kk) Senate Bills for third reading and final passage-laid over informally.
82 (ll) Senate Joint Resolutions for third reading and final passage-laid over informally.
83 (mm) Senate Revision Bills for third reading and final passage-laid over informally.
84 (nn) Senate Bills - Federal Mandate for third reading and final passage-laid over informally.
85 (oo) Senate Bills for Third Reading and Final Passage-Consent Calendar.
86 (pp) Courtesy Resolutions Calendar.
87 (qq) House Resolutions and Concurrent Resolutions Calendar.
88 (rr) Senate Concurrent Resolutions Calendar.
89 (ss) Bills in Conference.
90 (tt) House Bills with Senate Amendments.
91 (uu) House Bills taken from Committee, as provided by the Constitution.
92 (vv) Such other calendars as deemed necessary pursuant to law.
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Orders of the Day.

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96 **Rule 3.5** Upon recess or adjournment the Majority Floor Leader shall advise the entire membership of the business
97 anticipated to be conducted during the remainder of that legislative day and during the next legislative day.
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OFFICERS

GENERALLY

Election; Oath; Compensation.

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106 **Rule 4.** The House shall elect the following officers at the commencement of the first regular session of each
107 general assembly: Its presiding officer, who shall be called Speaker of the House, a Speaker Pro Tem, a Chief
108 Clerk, a Sergeant-at-Arms, a Doorkeeper and a Chaplain who shall hold office during all sessions until the
109 convening of the succeeding General Assembly, unless sooner removed by a vote of the majority of the members.
110 Each shall receive such compensation as may be provided for by law. Each shall take an oath to support the
111 Constitution of the United States and of this State and to faithfully demean themselves in office and to keep the
112 secrets of the House. Said oath shall be administered to the Speaker and Speaker Pro Tem by a Judge of the
113 Supreme Court, Court of Appeals or a Circuit Court and by the Speaker to the other officers. All other officers of
114 the House shall be appointed by the Speaker and receive such compensation as provided by law.
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SPEAKER

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Speaker to Call Members to Order.

Rule 5. The Speaker shall take the chair at the hour to which the House has been adjourned and immediately call the members to order, and on the appearance of a quorum, shall cause the journal of the preceding day to be read (unless otherwise ordered by the House), which may then be corrected by the House.

**Parliamentary Rulings;
Referral to Parliamentary Committee.**

Rule 6. Parliamentary rulings may be made only by the Speaker or the Speaker Pro Tem. At their option or at the request from a member of the Parliamentary Committee they may refer points of order to the Parliamentary Committee for an advisory opinion. In their absence rulings shall be made by a parliamentary committee. It shall be the duty of the chair when other than the Speaker or the Speaker Pro Tem to call the Parliamentary Committee at the time the point of order is raised and before any discussion on the point of order takes place. The Committee on Parliamentary Procedure shall be composed of the Speaker, the Majority Leader and the Minority Leader, or their designees.

Speaker May Speak on Points of Order.

Rule 7. The Speaker may speak on points of order in preference to other members, arising from his/her seat for that purpose, and shall decide questions of order, subject to an appeal to the House, upon which appeal no member shall speak more than once, except by leave of the House. No member shall inquire of another member nor debate with other members[,] on points of order but shall address his/her remarks only to the chair.

Appeal from the Ruling of the Chair.

Rule 8. Should there be an appeal from any ruling of the chair, the question, "Shall the chair be sustained?" shall be immediately put and determined before the House proceeds to other business.

Speaker Has General Supervision of Hall.

Rule 9. The Speaker shall have general direction and supervision of the Hall and shall preserve decorum and order in the Hall.

Speaker Has Supervision over House Employees.

Rule 10. The Speaker shall have supervision and control over all employees of the House.

Speaker May Substitute Member to Perform Duties.

Rule 11. The Speaker may substitute any member to perform the duties of the Chair in the absence of the Speaker

159 Pro Tem.

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Speaker Shall Sign Bills.

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163 **Rule 12.** The Speaker shall sign all bills, and perform all other duties in relation thereto, as required by the
164 Constitution. He/she shall also sign all joint resolutions and addresses; and all writs, warrants and subpoenas issued
165 by order of the House shall be under his/her hand, attested by the Clerk.

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Speaker May Clear the Hall.

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169 **Rule 13.** In case of disturbance or disorderly conduct in the lobbies or galleries, the Speaker, temporary Speaker
170 or Chairman of the Committee of the Whole House shall have power to order the same cleared.

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Manner of Putting Questions.

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174 **Rule 14.** The Speaker shall rise to state and put questions. Questions shall be in the following form: As many as
175 are in favor (by electric roll call) vote "Aye". As many as are opposed (if by electric roll call) vote "No". (Or if by
176 voice vote say "Aye" or "No.")

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OTHER OFFICERS

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Speaker Pro Tem.

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182 **Rule 15.** The Speaker Pro Tem shall perform the duties of Speaker during the sickness or absence of the Speaker,
183 except while some member is discharging such duties as a substitute under Rule 11.

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Chief Clerk.

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187 **Rule 16.** It shall be the duty of the Chief Clerk to serve also as Chief Administrator of the House and to attend
188 the House during its sittings. The Chief Clerk, under the direction of the Speaker, shall: prepare and keep the House
189 Journal and seasonably record the proceedings of the House; keep regular files of House papers; attest all writs,
190 warrants and subpoenas issued by order of the House; keep an account of all fines imposed by the House; maintain
191 a record of the members' attendance; keep an account of the traveling and expense allowances of all the members;
192 transmit to the Senate messages, communications, copies and documents of the House; keep a docket of
193 proceedings on all bills, resolutions and acts; and execute the commands of the House from time to time.

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Assistant Chief Clerk.

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197 **Rule 17.** It shall be the duty of the Assistant Chief Clerk to assist the Chief Clerk in performing his/her duties.
198 The Assistant Chief Clerk shall prepare the daily Journal, supervise the staff of the Chief Clerk, discharge the duties

of the Chief Clerk in his/her absence and perform such other duties as may be assigned to him/her.

Reading Clerk.

Rule 18. The duties of the Reading Clerk shall be to attend the House during its sittings and to read to the House all bills, resolutions and communications, and to perform all such acts as are usually required in connection with his/her office, and said Clerk shall be appointed by the Speaker.

Doorkeeper.

Rule 19. It shall be the duty of the Doorkeeper subject to the orders of the Speaker to attend the sittings of the House. The Doorkeeper shall allow no person to come or remain within the bar except such as are admitted by the rules or orders of the House. He/she shall announce all messages or communications from the Governor or the Senate, and admit the bearer within the bar. He/she shall execute the commands of the Speaker, in relation to his/her duties, and shall obey such other orders as may be made by the House.

Sergeant-at-Arms.

Rule 20. It shall be the duty of the Sergeant-at-Arms to attend the House during its sittings; to execute the commands of the House from time to time, together with such process issued by authority thereof as shall be directed to him/her by the Speaker. He/she shall preserve order in the galleries and lobby and keep the entry to the aisle cleared during the session of the House.

Chaplain.

Rule 21. It shall be the duty of the Chaplain or a person designated by the Speaker to attend at the commencement of each day's sitting of the House, to open the sessions thereof with prayer, visit any member who may be sick, and to preach in the Hall of the House of Representatives whenever requested by a vote of the House.

Postmaster.

Rule 22. It shall be the duty of the Postmaster or Postmasters to receive and properly distribute the mail of the members and employees of the House and to perform such other duties as may be required of them. The Postmaster or Postmasters shall be appointed by the Speaker.

Employees.

Rule 23. The House may employ and the Speaker appoint such employees as are necessary and authorized by the Committee on Accounts, Operations and Finance. No person shall be initially hired by the House of Representatives who is related to any member of the House within the fourth degree, by consanguinity or by

affinity.

COMMITTEES

By Whom Appointed; Composition of Membership.

Rule 24. All standing and statutory committees shall be appointed by the Speaker who, when appointing a committee, shall designate a member thereof as chairman, designate another member as vice-chairman and designate the total number of members to serve on each committee, except the minority members of each committee shall be appointed by the Minority Leader, subject to the final approval of the Speaker. The vice-chairman shall preside at all committee meetings in the absence of the chairman. The Speaker of the House, the Speaker Pro Tem, the Majority Floor Leader, the Assistant Majority Floor Leader, the Majority Whip, the Minority Floor Leader, the Assistant Minority Floor Leader and the Minority Whip shall be ex officio members of all committees of the House for the purpose of a quorum and discussion but shall have no vote unless they are duly appointed members of said Committee. The membership of all standing committees and of all other committees and commissions, unless otherwise provided by the act or resolution creating them, shall be composed, as nearly as may be, of majority and minority party members in the same proportion as the number of majority and minority party members in the House bears to the total membership of the House.

Kinds Of.

Rule 25. Committees shall be: A Committee of the Whole House, Standing Committees, and Special Committees.

Time of Sitting.

Rule 26. No committee shall sit during the session of the House without leave.

Standing Committees Enumerated.

Rule 27. The standing committees of the House shall be as follows:

1. Administration and Accounts[, Operations, and Finance]
- [2. Agri-Business]
- [3] 2. Agriculture
- [4] 3. Appropriations-General Administration
- [5] 4. Appropriations- Transportation
5. Appropriations-Education[and Public Safety]
6. Appropriations-Natural and Economic Resources
7. Appropriations-Health and Mental Health
8. Appropriations-Social Services[and Corrections]
9. Appropriations- Corrections and Public Safety
- [9] 10. Banks and Financial Institutions

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- 281 [10] 11. Budget
282 [11. Children, Youth and Families]
283 12. Civil and Administrative Law
284 13. Criminal Law
285 14. Commerce **and Economic Development**
286 [15. Consumer Protection and Housing]
287 [16] 15. Correctional and State Institutions
288 [17] 16. Education-Elementary and Secondary
289 [18] 17. Education-Higher
290 [19] 18. Elections
291 [20] 19. Environment and Energy
292 [21. Federal-State Relations and Veterans Affairs]
293 [22] 20. Fiscal Review **and Government Reform**
294 [23. Governmental Organization and Review]
295 [24] 21. Insurance
296 [25] 22. Judiciary
297 [26] 23. Labor
298 [27] 24. Local Government and Related Matters
299 [28] 25. Miscellaneous Bills & Resolutions
300 [29] 26. Motor Vehicle and Traffic Regulations
301 [30] 27. Municipal Corporations
302 [31] 28. Professional Registration and Licensing
303 [32] 29. Public Health, **Children and Families**
304 [33] 30. Public Safety, [and] Law Enforcement **and Veteran Affairs**
305 [34] 31. Retirement
306 [35] 32. Rules, Joint Rules, and Bills Perfected and Printed
307 [36] 33. Critical Issues **and Consumer Protection**
308 [37] 34. Social Services[, Medicaid and the Elderly]
309 [38. State Parks, Natural Resources] **35. Conservation, State Parks** and Mining
310 [39] 36. Transportation
311 [40] 37. Tourism, Recreation and Cultural Affairs
312 [41] 38. Urban Affairs
313 [42] 39. Utilities Regulation
314 [43] 40. Ways and Means
315 [44] 41. Workers Compensation and Employment Security_
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317 The Speaker may appoint such special committees as he/she deems necessary. Any special committee shall have
318 the authority and duties of a standing committee if so designated by the Speaker.
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320 **Duties of the Standing Committees.**
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Rule 28. (1) *Administration and Accounts* [Operations, and Finance].

(a) *Duties, generally.* The Committee on **Administration and Accounts** [accounts, operations and finance] shall superintend and have sole and complete control of all financial obligations and business affairs of the House except those employees appointed by or assigned to the Speaker, or assigned to the Budget Committee Chair, the Speaker Pro Tem, the Majority Floor Leader, the Minority Floor Leader and the Officers of the House. The committee shall provide for the receiving and receipt of all supplies, equipment and furnishings purchased for the account of the House, and shall further provide for the use and distribution thereof.

(b) *Funds for operation of members' individual offices.* The committee shall also prescribe rules governing the expenditure of funds allotted to individual members for the operation of their offices. Such rules shall be applied equally to, and shall require the equal treatment of, all members with regard to the expenditure of such funds. Subject to such rules, each member shall have discretion to expend such funds, for the use of his or her office, without the approval of the committee.

(c) *Allotment of offices, chamber seats, parking spaces.* Each member shall be allotted his or her own office, chamber seat and parking assignment. The committee shall assign all offices, chamber seats, and parking spaces under its control and reserved for members, according to seniority within each respective party caucus, except that no member shall be forced to give up his/her offices, chamber seat or parking space that he/she currently occupies. Notwithstanding any provision of this rule to the contrary, the committee may make assignments to House officers, the floor leaders and assistant floor leaders of each party, the Budget Committee Chairman, and the chairman and ranking minority member of the accounts committee, without respect to the seniority of those members.

(d) *Duties of Chief Clerk in Respect to Committee.* The Chief Clerk of the House may be authorized to act for the committee, but only in the manner and to the extent as may have been previously authorized by the committee. Such authorization shall be entered in the minutes of the committee.

The Chief Clerk shall maintain financial records for the House of Representatives in accordance with generally accepted accounting principles. The Chief Clerk of the House shall keep a detailed accounting of all transactions and shall furnish each member of the committee and the Speaker with a copy of such account on a monthly basis.

[(2) *Agri-Business.* The Committee on Agri-Business may consider and report upon bills and matters referred to it relating to the protection, promotion and encouragement of agri-business in the state.]

[(3)] (2) *Agriculture.* The Committee on Agriculture may consider and report upon bills and matters referred to it relating to the protection, promotion and encouragement of agriculture **and agri-business** in this state.

[(4)] (3) *Appropriations-General Administration.* The Committee on Appropriations-General Administration shall report to the Budget Committee upon all bills, measures, and questions referred to it by the Budget Committee pertaining to the appropriations and disbursements of public money for the funding of the Public Debt, Elected Officials, Office of Administration, the General Assembly, the Department of Revenue, [and the Missouri Department of Transportation] **Judiciary and the Public Defender.**

(4) Appropriations- Transportation. The Committee on Appropriations- Transportation shall report to the Budget Committee upon all bills, measures, and questions referred to it by the Budget Committee pertaining to the appropriations and disbursements of public money of the Department of Transportation.

(5) *Appropriations-Education and Public Safety.* The Committee on Appropriations-Education [and Public Safety] shall report to the Budget Committee upon all bills, measures, and questions referred to it by the Budget Committee pertaining to the appropriations and disbursements of public money for the funding of the Department of Elementary and Secondary Education[, **and** the Department of Higher Education[, the Department of Public

363 Safety and Judiciary].

364 (6) *Appropriations-Natural and Economic Resources*. The Committee on Appropriations-Natural and Economic
365 Resources shall report to the Budget Committee upon all bills, measures, and questions referred to it by the Budget
366 Committee pertaining to the appropriations and disbursements of public money for the funding of the Department
367 of Agriculture, the Department of Natural Resources, the Department of Economic Development, the Department
368 of Insurance, the Department of Conservation and the Department of Labor and Industrial Relations.

369 (7) *Appropriations-Health and Mental Health*. The Committee on Appropriations-Health and Mental Health shall
370 report to the Budget Committee upon all bills, measures, and questions referred to it by the Budget Committee
371 pertaining to the appropriations and disbursements of public money for the funding of the Department of Health
372 and the Department of Mental Health.

373 (8) *Appropriations-Social Services[and Corrections]*. The Committee on Appropriations-Social Services[and
374 Corrections] shall report to the Budget Committee upon all bills, measures, and questions referred to it by the
375 Budget Committee pertaining to the appropriations and disbursements of public money for the funding of the
376 Department[s] of Social Services[and Corrections].

377 **(9) Appropriations- Corrections and Public Safety. The Committee on Appropriations- Corrections and**
378 **Public Safety shall report to the Budget Committee upon all bills, measures, and questions referred to it by**
379 **the Budget Committee pertaining to the appropriations and disbursements of public money for the funding**
380 **of the Departments of Corrections and Public Safety.**

381 [(9)] **(10) Banks and Financial Institutions**. The Committee on Banks and Financial Institutions may consider and
382 report upon bills and matters referred to it relating to banks, banking, savings and loans and other financial
383 institutions.

384 [(10)] **(11) Budget**. The Committee on Budget shall have the responsibility of filing all appropriation bills,
385 assigning of those bills to the appropriate appropriations committees and shall report upon all bills recommended
386 to it by the respective appropriation committee and any other bills, measures, or questions referred to it pertaining
387 to the appropriation and disbursement of public money.

388 [(11) *Children, Youth, and Families*. The Committee on Children, Youth and Families may consider, report upon
389 and conduct ongoing study of bills and matters referred to it concerning the problems of children, youth and
390 families including but not limited to income maintenance, health (including medical and child development
391 research), nutrition, education, welfare, employment and recreation.]

392 (12) *Civil and Administrative Law*. The Committee on Civil and Administrative Law may consider and report upon
393 bills and matters referred to it relating to civil and administrative laws and procedure.

394 (13) *Criminal Law*. The Committee on Criminal Law may consider and report upon bills and matters referred to
395 it relating to criminal laws and procedures.

396 (14) *Commerce **and Economic Development***. The Committee on Commerce **and Economic Development** may
397 consider and report upon bills and matters referred to it relating to commerce, industrial growth, expansion and
398 development.

399 [(15) *Consumer Protection and Housing*. The Committee on Consumer Protection and Housing may consider and
400 report upon bills and matters referred to it relating to retail sales and practices, credit unions, consumers and
401 housing.]

402 [(16)] **(15) Correctional and State Institutions**. The Committee on Correctional and State Institutions may consider
403 and report upon bills and matters referred to it relating to adult and juvenile penal and correctional problems, the

404 administration of correctional institutions, the state penitentiary, state hospitals, charitable institutions, and other
405 state properties.

406 [(17)] **(16) Education- Elementary and Secondary [Education]**. The Committee on **Education-** Elementary and
407 Secondary [Education] may consider and report upon bills and matters referred to it relating to elementary and
408 secondary education in this state, including teachers, financing, property, indebtedness and curriculum.

409 [(18)] **(17) Education- Higher [Education]**. The Committee on **Education-** Higher [Education] may consider and
410 report upon bills and matters referred to it relating to higher education in the state, including teachers, financing,
411 property, indebtedness and curriculum.

412 [(19)] **(18) Elections**. The Committee on Elections may consider and report upon bills and matters referred to it
413 relating to elections and election contests involving members of the House.

414 [(20)] **(19) Environment and Energy**. The Committee on Environment and Energy may consider and report upon
415 bills and matters referred to it relating to the development, use and conservation of energy and other energy related
416 concerns; environmental impact and pollution, including natural resources such as air, water, solid waste; recovery
417 of natural resources of all types and by all means, including environmental impact and public health and safety as
418 it relates to these issues.

419 [(21)] **Federal-State Relations and Veterans Affairs**. The Committee on Federal-State Relations and Veterans
420 Affairs may consider and report upon bills and matters referred to it relating to the relationship between the Federal
421 Government and the State of Missouri, veterans affairs, the promotion and strengthening of states rights and
422 military and naval affairs of the state.]

423 [(22)] **(20) Fiscal Review and Government Reform**. (a) The Committee on Fiscal Review **and Government**
424 **Reform** shall consider any bill, except appropriations bills, which requires net additional expenditure of state
425 money in excess of \$100,000 or which reduces net state revenue by more than \$100,000 in any of the four fiscal
426 years immediately following the effective date of the bill. Any such House bill, after having been perfected and
427 ordered printed by the House shall be referred to the Committee on Fiscal Review **and Government Reform** for
428 its consideration prior to the bill's submission to the House for third reading and final passage. Any House bill with
429 Senate amendment(s) or any House bill with a Senate substitute which requires net additional expenditure of state
430 money in excess of \$100,000 or which reduces net state revenue by more than \$100,000 in any of the four fiscal
431 years immediately following the effective dates of the bill shall be referred to the Committee on Fiscal Review **and**
432 **Government Reform** for its consideration prior to the bill's submission to the House. **Any such Senate bill, after**
433 **having been approved by the regular standing committee to which it was referred, shall be referred to the**
434 **Committee on Fiscal Review and Government Reform for its consideration prior to the bill's submission**
435 **to the House for third reading and final passage.** Any Senate or House bill amended so as to increase net
436 expenditures or reduce net revenues shall, upon timely motion, be re-referred to the Committee on Fiscal Review
437 **and Government Reform**. The primary sponsor or, in the case of a Senate bill, the floor handler, of a bill referred
438 to the Committee on Fiscal Review **and Government Reform** shall be entitled to a hearing on the bill but such
439 hearing shall be limited to the reception of testimony by the primary sponsor or floor handler, as the case may be,
440 in person and none other. For the purpose of this rule, "net" is defined as the sum of revenues and expenditures,
441 after reductions and increases brought about by a bill have been calculated. The Committee on Fiscal Review **and**
442 **Government Reform** may, with the consent of the House Sponsor or Floor Handler, amend an effective date onto
443 any bill referred to the Committee.

444 (b) The Committee on Fiscal Review **and Government Reform** shall report on any other bills, including those

445 with unknown fiscal notes, measures or questions referred to it by the Speaker.

446 [(23) *Governmental Organization and Review.*] **(c)** The Committee [on Governmental Organization and Review]
447 may consider and report upon bills and matters referred to it relating to the reorganization, consolidation and
448 abolition of boards, bureaus, commissions and other offices and departments of the state and local governments;
449 the public buildings of the state, including the Division of Design and Construction, the Division of Facilities
450 Management, the capitol grounds and the state and legislative library. **The Committee is empowered to study**
451 **and investigate the efficiency and economy of all branches of government including the possible existence**
452 **of fraud, misfeasance, malfeasance, collusion, mismanagement, incompetence, corruption, waste, conflicts**
453 **of interests and the improper expenditure of government funds in transactions, contracts and activities of**
454 **government or government officials and employees. The Committee is authorized to hold hearings, sit and**
455 **act at any time or place within the State of Missouri during the recess and adjournment periods of the**
456 **House, administer oaths, and take testimony, either orally or by sworn written statement. If the committee,**
457 **after hearing, and upon findings incorporated in a report, deems that a particular activity, bureau, agency,**
458 **committee, commission, department or any other entity of state government should be discontinued, it shall**
459 **report such finding to the House for further action by the House. The committee shall also consider and**
460 **report on such bills and matters related to the efficiency of government in the state that may be referred**
461 **to it.**

462 [(24)] **(21)** *Insurance.* The Committee on Insurance may consider and report upon bills and matters referred to
463 it relating to insurance and the improvement of insurance laws and the efficiency of the Department of Insurance.

464 [(25)] **(22)** *Judiciary.* The Committee on Judiciary may consider and report upon all bills and matters referred to
465 it relating to the judicial branch of the state, the practices and procedures of the courts of this state, and the ethics
466 of public officials.

467 [(26)] **(23)** *Labor.* The Committee on Labor may consider and report upon bills and matters referred to it relating
468 to the conditions and interest of labor.

469 [(27)] **(24)** *Local Government and Related Matters.* The Committee on Local Government and Related Matters
470 may consider and report upon bills and matters referred to it relating to county courts and local government
471 generally.

472 [(28)] **(25)** *Miscellaneous Bills and Resolutions.* The Committee on Miscellaneous Bills and Resolutions may
473 consider and report upon resolutions referred to it and upon any bill which, in the opinion of the Speaker, merits
474 special consideration. Any resolution that is not a courtesy resolution will require action by the House as provided
475 for by the House Rules.

476 [(29)] **(26)** *Motor Vehicle and Traffic Regulations.* The Committee on Motor Vehicle and Traffic Regulations may
477 consider and report upon bills and matters referred to it relating to motor vehicles and traffic regulations.

478 [(30)] **(27)** *Municipal Corporations.* The Committee on Municipal Corporations may consider and report upon
479 bills and matters referred to it relating to the organization, government and improvement of cities, towns, villages
480 and other questions concerning municipal bodies.

481 [(31)] **(28)** *Professional Registration and Licensing.* The Committee on Professional Registration and Licensing
482 may consider and report upon bills and matters referred to it relating to boards, bureaus, and commissions that
483 examine the qualifications of persons engaged in certain professions and occupations and the duties of such
484 agencies and the persons registered by them.

485 [(32)] **(29)** *Public Health, Children and Families.* The Committee on Public Health, **Children and Families** may

486 consider and report upon bills and matters referred to it relating to the health of the people of the State of Missouri
487 **; consider, report upon and conduct ongoing study of bills and matters referred to it concerning the**
488 **problems of children and families including but not limited to income maintenance, health (including**
489 **medical and child development research), nutrition, education, welfare, employment and recreation.**
490 [(33)] **(30) Public Safety, [and] Law Enforcement and Veteran Affairs.** The Committee on Public Safety, [and]
491 Law Enforcement **and Veteran Affairs** may consider and report upon bills and matters referred to it relating to
492 the safety of the people of the State of Missouri and to law enforcement; **veteran affairs; and the promotion and**
493 **strengthening of states rights and military and naval affairs of the state.**
494 [(34)] **(31) Retirement.** The Committee on Retirement may consider and report upon bills and matters referred
495 to it relating to the retirement and pensions of state and local officials and employees.
496 [(35)] **(32) Rules, Joint Rules, and Bills Perfected and Printed.**
497 (a) *Duties, generally.* The Committee on Rules, Joint Rules, and Bills Perfected and Printed shall formulate and
498 present for consideration the rules of the House; shall consider and report upon all propositions to amend or change
499 the rules, which propositions shall stand referred without reading or consideration and without discussion,
500 explanation, or debate to the Committee on Rules, Joint Rules, and Bills Perfected and Printed, and upon any bill
501 which merits special consideration.
502 (b) *Duties related to printing and proofing bills.* The Committee shall supervise the printing of all bills ordered
503 perfected and printed, insuring that procedures are followed in which all amendments to every such bill are
504 incorporated therein before the bill is printed and the printed copies of the bill on the desks of the members are true
505 and correct copies of the bill as ordered perfected and printed. The Committee shall also supervise the printing of
506 all bills which are truly agreed to and finally passed, insuring that procedures are followed in which every truly
507 agreed to and finally passed bill is a true copy of the bill as passed with clerical errors corrected. The Committee
508 shall report to the House when any perfected or any truly agreed to and finally passed bill is printed under its
509 supervision.
510 (c) *Duties relating to the issuance of courtesy resolutions.* A courtesy resolution is a non-controversial resolution
511 in the nature of congratulations on the birth of a child, celebration of a wedding anniversary, sympathy on the death
512 of an individual, congratulations on an outstanding citizen achievement or a similar event which is in the practice
513 and procedure of the House to consider as a courtesy resolution. The Committee shall supervise the offering and
514 issuance of all courtesy resolutions. While the House is in session, the resolutions that have been issued under the
515 supervision of the Committee shall be printed in the House Journal by number and sponsor.
516 (d) *Petition to remove from perfection calendar.* Upon petition of two-thirds of the standing committee chairmen
517 recommending a House Bill or Joint Resolution be removed from the regular perfection calendar and placed on
518 the Rules Committee Calendar, House Bills or Joint Resolutions to be perfected and printed, the Committee on
519 Rules and Joint Rules shall have authority to consider and remove any House Bill or Joint Resolution from the
520 regular perfection calendar and place it upon the Rules Committee Calendar, House Bills or Joint Resolutions to
521 be perfected and printed. And any bill so placed upon said calendar shall, after being perfected and printed be
522 placed upon the Rules Committee Calendar, House Bills or Joint Resolutions to be agreed to and placed upon third
523 reading and final passage.
524 (e) *Petition to remove from third-reading calendar.* Upon petition of two-thirds of the standing committee
525 chairmen, the Committee on Rules, Joint Rules and Bills Perfected and Printed shall have the authority to consider
526 and remove, any Senate bill or Joint Resolution from the regular third reading calendar and place it upon the Rules

Committee Calendar, Senate Bills or Joint Resolutions to be agreed to and placed upon third reading and final passage. The Committee has the privilege of reporting at any time and the consideration of its report shall have precedence over all other business. Any bill placed upon the Rules Committee Calendar, House Bills or Joint Resolutions to be perfected and printed, by the Committee on Rules and Joint Rules, may be recommitted to the Committee on Rules and Joint Rules by a Constitutional majority of the elected members, and if this occurs the bill shall be returned to its place on the Perfection Calendar from which it had been removed.

(f) The Committee may consider and report upon resolutions referred to it and upon any bill which, in the opinion of the Speaker, merits special consideration. Any resolution that is not a courtesy resolution will require action by the House as provided for by the House Rules.

[(36)] **(33) Critical Issues and Consumer Protection.** The Committee on Critical Issues **and Consumer Protection** may consider and report upon bills and matters referred to it relating to issues of a critical nature to State Government. The Committee will identify those issues and the options available that are most important to citizens and lawmakers and formulate legislation in a systematic and comprehensive manner and provide future planning and direction for a regular structured plan. **The Committee shall consider and report upon bills and matters referred to it relating to retail sales and practices, credit unions, consumers and housing.**

[(37)] **(34) Social Services[, Medicaid and the Elderly].** The Committee on Social Services[, Medicaid and the Elderly] may consider and report upon bills and matters referred to it relating to [social services Medicaid, children's aid and the elderly] **the Department of Social Services.**

[(38) *State Parks, Natural Resources and Mining.* The Committee on State Parks, Natural Resources and Mining may consider and report upon bills and matters referred to it relating to state parks, fish and game, forestry, mines, water and other natural resources.] **(35) Conservation, State Parks and Mining. The Committee on Conservation, State Parks and Mining shall consider and report upon bills and matters referred to it relating to the Department of Conservation, state parks, fish and game, forestry, natural resources and mining.**

[(39)] **(36) Transportation.** The Committee on Transportation may consider and report upon bills and matters referred to it relating to [roads, highways, bridges, ferries, airports, railroads and other means of transportation] **the Department of Transportation; all means of transportation including but not limited to roads, highways, bridges, ferries, airports, and railroads.**

[(40)] **(37) Tourism, Recreation and Cultural Affairs.** The Committee on Tourism, Recreation and Cultural Affairs may consider and report upon all matters referred to it pertaining to the development and promotion of travel, tourism, recreation, the arts and cultural affairs.

[(41)] **(38) Urban Affairs.** The Committee on Urban Affairs may consider and report upon bills and matters referred to it relating to city planning and other urban issues.

[(42)] **(39) Utilities Regulation.** The Committee on Utilities Regulation may consider and report upon bills and matters referred to it relating to incorporation and regulations of utilities, including gas, electric, water, heating, sewer, cable television, and telephone and telegraph companies, as well as rural electric cooperatives.

[(43)] **(40) Ways and Means.** The Committee on Ways and Means may consider and report upon bills and matters referred to it relating to the revenue and public debt of the state, and the interest thereon, and the administration of taxation and revenue laws. The Committee may also inquire into and suggest to the House such changes, if any, that should be made in respect to existing sources of revenues and such new sources of revenue, if any, that in the judgment of the Committee should be considered by the House.

[(44)] **(41)** *Workers Compensation and Employment Security.* The Committee on Workers Compensation and Employment Security may consider and report upon bills and matters referred to it relating to the Workmen's Compensation Act, unemployment compensation and employment security.

**Duties of Committee Chairman;
Organization of Committee.**

Rule 29. (a) *Duty to preside; not required to vote.* It is the duty of the chairman to preside at all sessions of the committee. He/she is not required to vote on any measures except in the case of a tie, but he/she may do so if he/she so desires.

(b) *When Chair is Absent.* In the absence of a chairman, the vice-chairman of the committee shall preside, and in his/her absence, a member appointed by the chairman.

(c) *Minute book.* The chairman shall see that a minute book is kept for his/her committee. The minute book shall contain the attendance and voting records of the committee members, a brief statement of the business that comes before the committee, the names of persons and witnesses appearing before the committee and what side of a proposition they appeared on behalf of at the committee hearing. The chief clerk shall be the repository of the minute book after each general assembly.

(d) *Bills, reports, and other documents.* The chairman shall have custody of all bills, papers and other documents referred to the committee and shall make reports authorized by the committee and submit the same to the House without delay.

(e) *Duty to preserve order.* The chairman, while the committee is in session, shall preserve order and decorum in and adjacent to the committee room and shall conduct all hearings in accord with the Rules of the House including the provisions that relate to decorum, debate and dress code. The chairman may punish breaches of order and decorum by censure and exclusion from the hearings.

(f) *When a Bill Fails.* Whenever a motion that a bill "Do Pass" shall fail, or if there be an even division on the question, the chairman shall report said bill back to the House "Do Not Pass" unless the bill is otherwise disposed of by another motion.

Committee Hearings.

Rule 30. All bills referred to committees shall be considered by giving the author, the proponents and the opponents a reasonable opportunity to be heard. Persons addressing the committee must keep their remarks to the point and avoid repetition and are subject to call to order by the chairman for failure to do so. In the discretion of the committee, the length of time allowed any one speaker may be limited.

Quorum.

Rule 31. A majority of all committees of 30 or less, and 15 members of all committees consisting of more than 30 members, shall constitute a quorum for the transaction of business.

Meetings-How Announced.

Rule 32. (a) *One Day's Notice and Journal Entry Required.* Announcement of all meetings of committees, other than meetings of the appropriations committees, shall include a statement of all matters to be considered at the meeting[, shall be read from the clerk's desk] at least one day prior to the meeting and shall be entered in the journal prior to the beginning of the meetings.

(b) *Posting of Agenda.* The chairman of each committee shall give written notice of the time, date, place and tentative agenda of all meetings, including executive sessions, of his/her committee and each committee having matters pending before it shall hold a meeting at such time, date and place unless excused by the Speaker of the House. Notice shall be given at least twenty-four hours prior to the meeting and shall include posting the notice on the bulletin board located outside the Speaker's office.

(c) *When Notice Requirements May Be Waived.* For good cause meetings may be conducted on less than twenty-four hours' notice or at a place or time that is not convenient to the public. When for good cause it is necessary to hold a meeting on less than twenty-four hours' notice or at a place or time that is not convenient to the public, the nature of the good cause shall be stated in the committee's minutes.

Other Duties and Powers.

Rule 33. Each committee, in addition to the duty above prescribed, shall perform such other duties as may be required by the House. If it shall become necessary to compel the presence of any person before a committee or to receive sworn testimony before a committee, a subpoena may be issued under the hand of the Speaker as provided by law and an oath or affirmation may be administered by the chair of the committee as provided by law.

Attendance.

Rule 34. The secretary of each committee shall keep a record of the attendance at each committee meeting in the minute book of the committee, which shall be available to the Speaker on request. Any member of a committee absent, without good cause, from three consecutive meetings of the committee, as shown by the records of the committee, may be dropped therefrom by a statement to that effect entered into the House Journal by the Speaker. The roll shall be called by the chairman or secretary of a committee at each meeting.

Minority Views.

Rule 35. The minority of a committee may not make a report or present a proposition of legislation, but has the right to file views to accompany the report.

Committee Relieved of Bill—When.

Rule 36. No bill shall be taken away from any standing committee of the House, as provided by the Constitution, until after ten legislative days have expired after referral to the committee by the Speaker. If any bill is taken away

from any committee by vote of one-third of the elected members of the House, as provided by the Constitution, then the bill shall be placed on a separate calendar, at the foot of the existing House Calendar, and shall not be taken up and considered by the House until all bills on the entire House calendar ahead of such bill have been disposed of by the House.

Election Contest.

Rule 37. Whenever there shall be filed with the Speaker a notice of contest of the election of a member of the House, he/she shall refer the same, without discussion, either to the standing Committee on Elections or a special committee appointed to hear the matter. Said committee shall examine the timeliness and sufficiency of the notice, the depositions and other documents submitted and report to the House its recommendations, whereupon the House shall act by resolution to sustain or reject the committee recommendations.

Ethics Committee; Complaints of Ethical Misconduct.

Rule 38. (a) Committee Established. The Speaker shall appoint a Committee on Ethics and name the committee's chair and vice-chair. The committee shall have an equal number of members of the majority and minority party. The minority members of the committee shall be appointed by the minority leader.

(b) Committee Authority. The Committee may consider and report upon complaints referred to it relating to a member of the House of Representatives involving the commission of a crime, misconduct, willful neglect of duty, corruption in office or other complaints relating to the ethical conduct of a member. The Committee is authorized to investigate such complaints and, after notice and a hearing conducted pursuant to Rules of Procedure established under this rule, to report to the House its findings, conclusions and recommendation. The Committee is further authorized to sit and act at any time or place within the State of Missouri during the recess and adjournment periods of the House, administer oaths, and take testimony, either orally or by sworn written statement.

(c) Rules of Procedure. Within 20 calendar days of the commencement of the first regular session of each general assembly, the Committee on Ethics shall adopt Rules of Procedure for the investigation of complaints of ethical misconduct referred to it involving a member of the House. The proposed Rules of Procedure shall be filed by the Committee in the form of a House Resolution with the Clerk of the House, reported in the Journal, and placed on the House Resolutions Calendar.

(d) Receipt of Complaint; Investigation. Upon receipt of a complaint, in writing and under oath, of ethical misconduct by a member of the House made by another member, the Speaker shall refer within 10 days the same, without discussion, to the Committee on Ethics. The complaint shall be confidential. The Committee shall examine the sufficiency of the complaint, and proceed to conduct an investigation as provided in the Committee's Rules of Procedure, if a majority of the Committee appointed so votes upon a roll call.

(e) Report and Recommendations. At the conclusion of the investigation, the Committee shall report its findings, conclusions, and recommendation to the House, whereupon the House shall act by resolution to sustain or reject the Committee recommendation. The Committee may recommend that the House expel the member as provided in Article

III, Section 18 of the Missouri Constitution, or that the House punish the member as provided in Article III, Section 18 of the Missouri Constitution, by reprimand on the adoption of the resolution or by censure by the Speaker in open session.

(f) *Application of Standing Committee Rules to Ethics Committee.* All rules that pertain to standing committees of the House shall apply to the Committee on Ethics to the extent consistent with this rule and any rules of procedure adopted pursuant to paragraph (c) of this rule.

**Introduced; Manner of Setting Forth
New and Old Material.**

Rule 39. (a) *When.* Bills may be introduced only on the report of a committee or by any member of the House, in the regular order of business. **No bills, other than appropriation bills, shall be introduced in the House after March fifteenth of any regular session unless consented to by a majority of the elected members of the House.**

(b) *Manner of Printing.* Any bill shall have the matter which is being repealed from current law enclosed in bold-faced brackets and the matter which is being added to the law underscored when typewritten and in bold-faced type when printed. A footnote shall be annexed to the first page of each bill which contains material enclosed in bold-faced brackets to the following effect:

"Explanation--Matter enclosed in bold-faced brackets [thus] in the above bill is not enacted and is intended to be omitted from the law. **Matter in boldface type in the above bill is new proposed language.**"

Where a section is completely rewritten, the existing section shall be set forth in small type in bold-faced brackets in a note following the new section but the changes need not be distinguished. Any bill or substitute which does not comply with this rule shall not be placed upon the calendar.

(c) *Number of Copies Submitted.* Each bill shall be submitted in triplicate.

Number of Copies Printed.

Rule 40. One thousand copies of all House Bills and House Joint Resolutions shall be printed. The Chief Clerk may provide for the printing of a lesser or greater number if he/she deems it appropriate.

Reading by Title Sufficient.

Rule 41. The reading of a bill by its title shall be deemed sufficient reading unless the further reading be called for. If the further reading be called for and no objection made, the bill shall be read at length; if, however, objection be made, the question shall be determined by the majority of the House.

To Go Upon Calendar--When.

Rule 42. No House Bill shall be placed upon the calendar for second reading until the legislative day following the introduction and first reading of said bill.

**Timing of Placement on Calendar;
Federal Mandate Calendar.**

Rule 43. (a) When a bill is reported from the committee with the recommendation that it "do pass" or "without recommendation", it shall go upon the calendar of the House. No bill shall be taken up for consideration by the House, prior to the first Monday in May, unless it has been upon the calendar for at least one legislative day.

(b) No bill shall be placed on the Federal Mandate Calendar unless it is federally mandated, immediate in nature and reduces revenues or savings if not enacted. A federal mandate bill may only contain subject matter concerning the federal mandate. A member wishing for his or her bill to be considered for placement on the Federal Mandate Calendar shall request such in writing to the Chair of the Committee where such bill has been assigned. The written request should state the deadline with which the state must comply with the federal mandate and what will happen if the state doesn't comply by this date. A copy of the federal statute(s) or regulation(s) mandating what the state must do shall accompany the written request. If said bill is reported do pass from the committee recommending that said bill be placed on the Federal Mandate Calendar, the Chair shall submit to the Speaker a copy of the original written request along with a copy of the federal statute(s) or regulation(s) mandating state action. If the Speaker concurs that said bill complies with all requirements of this rule, he shall place said bill on the Federal Mandate Calendar. **Federal Mandate bills placed upon the calendar for consideration and distributed to members must be accompanied by a copy of the federal statute(s) or regulation(s) mandating such action.**

Motion to Place on Calendar.

Rule 44. If a bill is reported from the committee with the recommendation that it "do not pass" it shall not go on the calendar of the House unless ordered by a constitutional majority. A motion to have a bill placed upon the calendar must be made within three legislative days after the bill is reported and when the author of the bill is present or the motion is made by a member upon the author's written request. If no such action is taken within said time, the bill shall lie on the table.

Bills Laid Over Informally.

Rule 45. When a bill is reached, in its order, to be perfected and printed, or to be agreed to and read a third time and placed upon its final passage, it [may] **shall** upon the request of the **Majority Floor Leader, or the** author thereof, if a House Bill, or, [(Upon the request of its sponsor in the House, if a Senate Bill)], **hold its place upon the calendar, or** be laid over informally, and thereafter called up **from the informal calendar** at any time, in any order, when otherwise in order.

To Appear in Order.

Rule 46. All bills laid over informally and not taken up and disposed of the same day, shall appear in order upon the calendar for the next legislative day following.

Ten Day Rule.

Rule 47. If a bill laid over informally is not taken up for further consideration within ten legislative days after being laid over, it shall lie on the table and be dropped from the calendar of the House without further action by the House.

Consent Calendar.

Rule 48. (a) *Which Bills May Be Placed.* Each committee, after a favorable vote on a bill without amendment, may further determine by a second and affirmative vote of every member present whether or not such bill is of a noncontroversial nature. [Any bill which increases net expenditures of the state or reduces net revenue of the state shall not be considered by the committee for consent] **Any bill which increases net expenditures of the state, reduces net revenue of the state, or contains penalty provisions shall not be considered by the committee for consent;** provided however, any bill which specifically authorizes an easement or right-of-way involving state property may be considered by the committee for placement on the Consent Calendar.

(b) *Procedure.* If the committee shall so determine, the committee report shall include a request that a bill be placed on the "House Consent Calendar for Perfection". Any bill so reported shall automatically be placed on that calendar and after said bill has remained on the "House Consent Calendar for Perfection" for five legislative days, it shall be ordered perfected and advanced to the "House Consent Calendar for Third Reading and Final Passage" without further action of the House, unless five members, with at least two from each political party, have filed written objection with the Chief Clerk. If such objections are filed, the bill shall be sent to the Committee on Rules and Joint Rules. If the Committee on Rules and Joint Rules concurs in the report to place the bill on the "House Consent Calendar for Perfection", then the bill shall be deemed perfected and placed on the "House Consent Calendar for Third Reading and Final Passage" without further action by the House. If the committee does not concur with the report to place the bill on the "House Consent Calendar for Perfection", then the bill shall be returned to the committee from which it was originally reported. An objection made by five members under this rule cannot be rescinded. **No House bills shall be placed on the "House Consent Calendar for Perfection" after March fifteenth.**

AMENDMENTS

Of Committees and Substitutes.

Rule 49. (a) *In Writing.* Proposed amendments must be reduced to writing on demand. Every amendment shall be read in its entirety by the clerk unless it has been distributed in advance, the amendment's sponsor requests waiver of the reading, and there is no objection to the request. An amendment shall be considered to have been distributed in advance if, before it is offered, it has been placed on the members' desks in paper form. **Every amendment that exceeds two pages in length must be distributed in advance unless the amendment's sponsor requests waiver of the distribution, and there is no objection to the request.**

(b) *What Amendments and Substitute Amendments are in Order.* When a bill, motion or proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order, and it shall also be in order to offer a further amendment by way of substitute, to which one amendment may be offered, but which shall not be voted on until the original amendment is perfected, but either may be withdrawn before amendment or decision is had thereon.

(c) *Committee Substitute Treated as Original.* A House committee substitute shall be considered as an original bill for purposes of amendment.

(d) *House Substitute.* A House substitute shall be considered as an amendment. A House substitute must be distributed to the members at least one legislative day prior to its consideration by the House; except after the Second Monday in May, no House Substitute shall be taken up and considered unless same has been distributed to the members at least two hours before consideration in the House. A House amendment which, in the opinion of the chair, is of such scope and length, that it is in reality a house substitute, must be distributed in the same manner as a house substitute.

(e) *One House Substitute at a Time.* Only one House substitute shall be in order at one time.

(f) *When Federal Mandate Bills Can Be Amended.* Amendments to House and Senate Bills - Federal Mandate are permitted only within the scope of the federal mandate. Perfecting amendments are permitted to make technical corrections.

Committee Substitute Printed.

Rule 50. When a committee recommends a substitute for a bill the original bill will accompany the substitute. The substitute shall be handled on the floor of the House by the chairman or any member designated by the chairman. The Chief Clerk shall have one thousand copies of the substitute printed for the use of the House, except that the Chief Clerk may provide for the printing of a lesser or greater number if he/she deems it appropriate. No committee substitute shall be called from the calendar of the House until the printed copies have reached the members. Amendments, if any, may be offered to the substitute before the vote on the motion to adopt the substitute is taken. If the substitute is defeated the original bill shall be before the House for perfection and shall immediately be considered.

Order of Amendments.

Rule 51. When amendments to any bill, motion or proposition are pending they shall be voted on in the following order:

(1) Amendments to the amendment are disposed of before the substitute is taken up. Only one amendment to the amendment is in order at one time; but as rapidly as one is disposed of by rejection or incorporation as a part of the amendment, another is in order as long as any member desires to offer one.

(2) Amendments to the substitute are next voted on, and may be offered seriatim as fast as disposed of until the substitute is perfected.

(3) The substitute is next voted on. Both the amendment and the substitute having been perfected and presented in final form, the House or committee makes its choice of the two.

(4) The amendment is voted on last. If the substitute has been agreed to, the vote comes on the amendment as amended by the substitute.

Amendments Incorporated in Bill.

Rule 52. All amendments adopted by the House to a bill originating in the House shall be incorporated in the bill

as perfected, and the bill, as thus perfected, shall be printed for the use of the members before its final passage. The perfecting and printing shall be done under the supervision of the Committee on Rules, Joint Rules, and Bills Perfected and Printed whose report to the House shall be set forth, in writing, that the bill is truly perfected, and the printed copies furnished to the members are correct.

BILLS

Ayes and Noes Taken.

Rule 53. When a bill shall have passed the House and been returned from the Senate with amendments, said amendments may be concurred in collectively, or amended, by a majority of the members elected, unless objection be made, in which case the vote shall be taken severally, and no amendment or amendments shall be concurred in by the House except by a constitutional majority and the names of those voting for and against recorded upon the Journal of the House.

Repassage.

Rule 54. When all Senate amendments to House bills have been concurred in by the constitutional majority of the House, the question shall then be put: "Shall the bill as amended be passed?" On this question the ayes and noes shall be called for, and as on its first passage, a constitutional majority shall be necessary to the final passage of the bill.

Majority to Perfect.

Rule 55. A quorum being present, a majority of those voting aye and no shall be sufficient to perfect a bill and order it printed.

Amending After Perfection; Perfecting Amendments.

Rule 56. No bill shall be amended after being perfected and printed without a reconsideration of the vote by which it was ordered perfected and printed and if said bill be amended it shall again be perfected and printed, except that a perfecting amendment to make technical corrections is in order after the bill has been ordered perfected and printed and before it has been read the third time.

Motion for Final Passage.

Rule 57. When the Committee on Bills Perfected and Passed reports a bill truly perfected and printed, it shall go upon the calendar to be agreed to and passed. When the bill is taken up in its order, the question shall then be: "Shall the bill be agreed to, read a third time and put upon its final passage?" If a constitutional majority sustains the question the bill shall be put immediately upon its passage.

Bills Not to be Passed on Previous to Roll Call.

Rule 57.5. No bill shall be passed by any roll call previously taken on another bill, nor shall more than one bill be passed on any one roll call.

Course After Passage.

Rule 58. When a bill passes the House, it shall be certified by the Clerk, noting the day of its passage at the foot thereof.

**Perfecting Amendment on
Bills Returned from the Senate.**

Rule 59. No bill may be further amended without placing the bill in conference, except that a perfecting amendment to make technical corrections is in order in the house of origin when the bill is taken up for final passage as amended by the other house. The perfecting amendment may be directed to the bill or to amendments to the bill. If a perfecting amendment is adopted, the bill as finally passed with the perfecting amendment shall be returned to the other house for its concurrence in the perfecting amendment.

Conference Reports.

Rule 60. (a) Signatures on a Conference Report. All conference committees shall be composed of five (5) conferees from each house and no conference report shall be submitted to either house unless approved by a majority vote of the full committee with not less than two (2) conferees from each house signing the report.

(b) Review for Correctness. Before a conference report is taken up by the House, it shall be reviewed for the technical correctness of the report and of any amendments, bill or substitute the report recommends for passage by the House.

(c) Notice Requirements. No conference committee report shall be taken up and considered unless the same has been distributed to the members at least one legislative day prior to its consideration; except after the first Wednesday following the second Monday in May, no conference committee report shall be taken up and considered unless same has been distributed to the members at least two hours before consideration in the House.

(d) Exceeding the Differences. Unless authority is granted by the House to exceed the differences, the conferees must confine themselves to matters that are within the scope of the difference between the House position and the Senate position. When a report is offered for adoption, the point of order that the conferees have exceeded the difference shall be in order. The Speaker may rule on the point of order or may place the question of whether the conferees have exceeded the differences before the House for a vote. A majority of members voting prevails on the question.

RESOLUTIONS**Joint and Concurrent Resolutions.**

Rule 61. All joint and concurrent resolutions designed to submit to the qualified voters of the state amendments to the Constitution, to be voted upon by such voters, shall be read on three separate days, and shall be reported upon by the committee of the House, and shall otherwise be proceeded upon in like manner as a bill.

Joint and Concurrent of Congress.

Rule 62. (a) *Procedure, Generally.* All joint and concurrent resolutions of the Congress of the United States designed to submit to the legislature an amendment to the Constitution of the United States shall be read on three separate days, shall be reported upon by a committee, shall be adopted only by a constitutional majority and shall otherwise be proceeded upon in like manner as a bill.

(b) *Not to be Amended.* The text of the amendment as proposed by the Congress of the United States shall not be amended.

**Petitions, Memorials, Remonstrances,
and Resolutions.**

Rule 63. All petitions, memorials, remonstrances, resolutions and other papers offered shall stand referred, without reading, consideration, discussion, explanation or debate, to the Committee on Miscellaneous Bills and Resolutions unless referred to some other appropriate committee by the Speaker. Those papers that are favorably recommended by the committee for adoption by the House shall be printed in the Journal and placed upon a resolutions calendar.

SENATE BILLS

Referral.

Rule 64. Each Senate Bill shall, upon second reading, be referred to the appropriate committee of the House.

Go Upon the Calendar.

Rule 65. (a) *Reported out of Committee.* When a Senate Bill is reported from the committee to which referred with the recommendation that it "do pass", or "without recommendation", it shall go upon the House Calendar for the third reading and final passage, provided that no Senate Bill shall be taken up for consideration by the House, prior to the first Monday in May, unless it has been upon the Calendar for at least one legislative day.

(b) *Senate Consent Bills.* A Senate Bill passed by the Senate pursuant to its procedure for consent bills shall be considered for treatment as a consent bill by the House committee to which it was referred without further request but such bills may be amended in the House committee. [However, any bill that is of a controversial nature or increases expenditures of the state or reduces revenue of the state shall not be considered by the committee for consent. The committee, after a favorable vote on the bill, may by a second and affirmative vote of every member present, request] Said bill **shall** be placed on the "Senate Bills for Third Reading and Final Passage-Consent Calendar" only **if the bill meets all other requirements of Rule 48(a).**

(c) *Senate Consent Bills-Objections.* Senate bills passed out of the House committee with the request that the bill

978 be placed on the Senate Bills for Third Reading and Final Passage-Consent Calendar are subject to the five member
979 objection provision of Rule 48.

980 (d) *Senate Consent Bills-When Taken Up*. No Senate consent bill may be [taken up after 6:00 p.m. on the first
981 Thursday following the third Monday in April] **placed upon the Senate Bills for Third Reading and Final**
982 **Passage-Consent Calendar after April fifteenth.**

983 (e) *When Amendment Permitted*. Senate consent bills may be amended in committee but not on the floor of the
984 House unless the Senate Rules allow amendment of House consent bills on the floor of the Senate in which case
985 Senate consent bills may be amended on the House floor.

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When Reported "Do Not Pass."

988 **Rule 66.** If a Senate Bill be reported from the committee to which referred with the recommendation that it "do
989 not pass" it shall not go upon the calendar of the House for third reading and final passage, unless so ordered by
990 a constitutional majority of the House. In such case, the motion to place the bill on the calendar shall be made
991 within three legislative days of the report, and by a member who has been requested by the Senate sponsor of the
992 bill.

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Amendments.

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996 **Rule 67.** Senate Bills may be amended by the House when placed upon third reading and final passage, before the
997 vote is taken thereon.

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999 **Rule 68.** Reserved.

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MOTIONS

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Must Be Read or Stated Before Debate.

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1005 **Rule 69.** When a motion is made it shall be stated by the Chair or read aloud by the Clerk before being debated.

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When in Possession of House.

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1009 **Rule 70.** When a motion is stated by the Speaker or read by the clerk it shall be deemed to be in possession of the
1010 House. The motion may be withdrawn by the author at any time when another motion is not pending before
1011 decision or amendment.

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To Be Reduced to Writing.

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1015 **Rule 71.** Every motion shall be reduced to writing if the Speaker or any member demands it.

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Must Be Germane.

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Rule 72. No motion or proposition on a subject different from that under consideration shall be admitted under color of amendment.

Privileged.

Rule 73. When a question is under debate, no motion shall be entertained but to adjourn; to take recess; to lay on the table; for the previous question; to postpone to a certain day; to commit or amend, or postpone indefinitely; which several motions shall have precedence in the order herein set forth.

Dilatory.

Rule 74. When any of the motions enumerated in the preceding rule have been made and lost, no similar motion shall be entertained until some other business is transacted by the House.

To Adjourn in Order-When.

Rule 75. Except as above limited, and except when a member is speaking or the roll is being called, a motion to adjourn is always in order, and pending the result of such a motion, no member shall leave his seat in the House.

Previous Question.

Rule 76. The previous question shall be in this form: "Shall the question under immediate consideration be now put?" It may be moved like any other question but it shall only prevail when supported by a constitutional majority and until decided shall preclude amendments and debate. If the motion is sustained, the proponent of the matter under consideration shall be allowed one minute in which to make a closing statement before the House votes on the question. The proponent shall not be allowed to make a closing statement after the first Monday in May. A failure to sustain the motion shall not take the matter under consideration from further consideration of the House; but the House shall proceed as if the motion had not been made.

Not Debatable.

Rule 77. Motions to adjourn, to lay on the table, for the previous question, calls for the order of business of the day, and all questions relating to priority of business shall be decided without debate.

Division of Questions.

Rule 78. Any member may have, as a personal right, a division of the question where the sense will admit of it. When the question having been divided is a Senate Bill for Third Reading, each part of the bill shall be voted upon separately and a subsequent separate vote shall be taken on the entire bill.

Indefinite Postponement.

Rule 79. When a question is postponed indefinitely, the same shall not be acted upon again during the session.

Question Laid on Table-How Taken Up.

Rule 80. When a question has been laid on the table, the same cannot be taken up again without a vote of two-thirds of the members present.

MOTION TO RECONSIDER

Motion to Reconsider Must be Made In Three Days.

Rule 81. When a motion that a bill be perfected and printed, or that a bill be agreed to, read a third time, and placed upon its final passage fails, or when any other question is decided by the House, any member voting on the prevailing side may move to reconsider the vote provided that the motion to reconsider is made within three legislative days after the day on which the vote was taken.

Procedure for Motion to Reconsider.

Rule 82. A constitutional majority is required to sustain any motion to reconsider. If the motion to reconsider is sustained the House shall proceed to the original question or motion immediately before proceeding to other business. Any motion to reconsider having failed once shall not be considered again, except to reconsider the vote by which an appropriation bill failed to pass. In the case of an appropriation bill, the motion to reconsider may be considered as many times as the House chooses.

DECORUM AND DEBATE

On Speaking.

Rule 83. When any member is about to speak in a debate or deliver a matter to the House, he/she shall rise from his/her seat and respectfully address himself/herself to "Mr. Speaker" or "Madam Speaker." The member shall refer, as appropriate, to other members as "Lady", "Gentleman" or "Representative". The member shall confine himself/herself to the questions under debate and avoid personality. If any member violates the rules of the House the Speaker, or any member, may call him/her to order. Any member called to order shall immediately sit down, unless permitted to explain, and the House shall, if appealed to, decide the case without debate.

Appeals.

Rule 84. If there is no appeal, the decision of the Chair is final. If the decision is in favor of the member called to order he/she may proceed; if otherwise, and the case requires it, he/she shall be liable to the censure of the House.

Member to Rise; When Two or More Rise.

Rule 85. The Speaker shall not recognize any member desiring to speak unless such member arises at his/her desk. When two or more members rise at the same time the Speaker shall name the member who is to speak first, the other members having the preference next to speak.

Member May Speak-How Often.

Rule 86. No member shall speak more than twice on the same question without leave of the House, nor more than once until any other member desiring to speak has spoken. Except when reporting a bill or resolution from a committee, no member may speak, interrogate or inquire for more than fifteen minutes unless by unanimous consent of the House.

**No Member Shall Name Another
Member in Debate.**

Rule 87. No member shall name another member in debate, but shall refer to the member by district number or by county.

Members Not To Use Profanity.

Rule 87.5. No member may use profanity either while speaking on the floor or while in committee.

Members Not to Walk Across the House-When.

Rule 88. While the Speaker is putting any question or addressing the House, no one shall walk out of or cross the House. When a member is speaking or the Journal is being read, no member shall engage in any private conversation; nor while a member is speaking shall anyone pass between him/her and the Chair. No member shall walk between two members who are engaged in debate or inquiries in the hall of the House.

Order of Questions.

Rule 89. All questions shall be propounded in the order in which they are moved except privileged questions, which shall be propounded as stated in Rule 73.

Voting.

Rule 90. Every member shall be present within the hall of the House during its sittings, unless excused or necessarily prevented; and shall vote on each question put, unless he/she has a direct personal or pecuniary interest in such question. No member shall be recorded as voting when he/she was not present in the chamber when the vote was taken. Nothing herein contained shall prohibit a member from voting "Present" on a question, and such vote shall be recorded in the Journal. In the case of equal division the question shall be lost.

Verification of the Roll;**Members Not to Interrupt Calling of Ayes and Noes; Changing Vote.**

Rule 91. No member shall be permitted to interrupt a roll call and no member shall be allowed to vote or to change his/her vote (except to have his/her vote correctly recorded) after a verification is begun or after the final vote is announced.

Demand for Verification.

Rule 92. Any five members may demand a verification of the roll if such demand is made before the vote is announced.

Bell to Signal Beginning and End of Vote.

Rule 93. At a reasonable time prior to the beginning of taking the ayes and noes by electric roll call on any question, a bell notifying the members of a roll call shall be sounded. After the votes are registered the absentees shall be noted and upon demand of any member, another bell signifying that a call of absentees is being taken shall be sounded and a reasonable time shall be allowed after the sounding of the bell before the voting is closed.

**Reference to Electric Roll Call System
to be Understood.**

Rule 94. In all cases where a rule of the House of Representatives refers to the "calling of the names of the members" or "calling of the ayes and noes" or "calling of the roll", such reference shall be understood to refer also to the "taking" of the vote by electric roll call system. There shall be a taking of the vote by electric roll call system on the motion of any one member which is seconded by four other members immediately standing. A vote by electronic roll call shall be limited to thirty minutes, except in cases of quorum calls.

Dress Code.

Rule 95. At all times when the House is seated, proper attire for gentlemen shall be formal business attire, including coat, tie, dress trousers and dress shoes or dress boots. Proper attire for women shall be dresses. Skirts and dress slacks shall be worn with a blazer or sweater and appropriate dress shoes are required. At no time when the House is seated shall members or staff be permitted to wear denim jeans or denim dresses, regardless of color. This rule shall apply to all members or staff on the floor of the House and lower gallery.

Eating, Smoking, and Other Distractive Activities.

Rule 96. No food, newspapers, or other items or activities distractive to House deliberations shall be permitted on the floor of the House while the House is in Session. Smoking is prohibited in the House Chambers, upper and lower galleries, except members may smoke in the East Gallery.

Ascending the Dais.

Rule 97. No person shall ascend the Dais without first being recognized to do so by the Speaker.

INTERIM PROCEDURE

Bills-End of Regular Session.

Rule 98. (a) *To be Laid Upon Speaker/President's Desk; When Re-referred.* All House Bills or House joint resolutions in possession of the House and not finally acted upon shall, at 5:59 p.m. on the first Friday following the second Monday in May in odd-numbered years, be laid on the Speaker's desk. All Senate bills and joint resolutions in possession of the House and not finally acted upon shall, at 5:59 p.m. on the first Friday following the second Monday in May in odd-numbered years, be laid on the President Pro-Tem's desk. House bills and joint resolutions laid on the Speaker's desk may be re-referred by the Speaker to House committees at the second regular session of the General Assembly in even-numbered years.

(b) *When Rule May be Suspended.* This rule may only be suspended by a vote of two-thirds of the elected members of the House.

Bills-Pre-Filing.

Rule 99. A member or member-elect of the House of Representatives may file a bill or joint resolution by mail or in person with the Clerk of the House at any time during the period beginning on December first and ending on the day before a regular session begins which next precedes the session at which the bill or joint resolution is to be considered. Upon receiving a bill or joint resolution filed during the filing period preceding a regular session of the general assembly in odd-numbered years, the Clerk of the House shall immediately date, number and have the bill or joint resolution printed in the most economical manner as approved by the House Rules Committee and made available according to the rules and practices of the general assembly next preceding that for which the bill or joint resolution is filed and those bills and joint resolutions received during the filing period preceding a regular session in an even-numbered year shall be printed and made available according to the then effective rules of that general assembly.

Interim Committees.

Rule 100. All standing committees may meet to consider bills or to perform any other necessary legislative function during the interim between the session ending on the thirtieth day of May and the session commencing on the first Wednesday after the first Monday of January; except the Speaker may appoint a subcommittee, made

up of members of the standing committee, to act in the place of the standing committee during the interim. Members of each of the committees, or any subcommittee thereof, shall be reimbursed from the contingent fund of the House for their necessary and actual expenses incurred while attending meetings of the committee or subcommittee if approved by the Speaker.

CALL OF THE HOUSE

Names of Members to be Called.

Rule 101. A call of the House may be made at any time on motion seconded by ten members and sustained by a majority of those present; (names of members may be called orally or by electric roll call) and under a call of the House a majority of those present may send for and compel the attendance of absent members; and a majority of all the members present shall be a sufficient number to adjourn.

Absent Members May Be Sent For.

Rule 102. Upon the call of the House, the names of those members present shall be recorded and the absentees noted, and those whose names do not appear may be sent for and taken into custody wherever found by the Sergeant-at-Arms or special messenger appointed.

Prohibited While Electric Voting System Open.

Rule 103. No call of the House shall be made after the Speaker has directed the clerk to open the electric voting device to record the names of the members and until the vote be announced. This rule shall not prohibit the calling of the absentees (reading by the clerk of the names of members who have not voted) at the request of any member while a roll call is in progress.

Majority Not Under Arrest May Censure and Fine Delinquent Members.

Rule 104. The majority of those present, not under arrest, may make an order for the censure or fine of delinquent members, and prescribe the terms under which they shall be discharged.

Release from Custody.

Rule 105. When a member shall have been discharged from custody and admitted to his/her seat the House shall decide whether such discharge shall be with or without fees; and, in like manner, whether a delinquent member, taken into custody by a special messenger shall defray the expense of such special messenger.

COMMITTEE OF WHOLE HOUSE

When Permitted.

Rule 106. On motion, the House may resolve itself into a Committee of the Whole House for consideration of any business which may properly come before it.

Chairman Appointed by Speaker.

Rule 107. In forming a Committee of the Whole House, the Speaker shall leave his/her chair and shall appoint a Chairman to preside in the Committee.

Procedure Upon Bills.

Rule 108. Upon a bill being committed to a Committee of the Whole House, the same shall first be read at length by the Clerk, and then again read and debated by clauses, leaving the preamble to be last considered. After report, the bill shall again be subject to debate and amended by clauses, as before.

Amendment to Motion Must be Incorporated in Original Motion.

Rule 109. All amendments made to an original motion in Committee of the Whole House shall be incorporated with the motion and so reported.

Amendment Shall be Noted.

Rule 110. All amendments made to reports, resolutions or other matters committed to a Committee of the Whole House shall be noted and reported, as in case of bills.

Rules of Proceedings.

Rule 111. Rules and proceedings of the House shall be observed in Committee of the Whole House, as far as they are applicable, except that limiting the number of times of speaking.

Quorum.

Rule 112. A majority of the members elected shall be a quorum to do business; and if, at any time, a sufficient number shall not be present in Committee of the Whole House, and the Committee shall arise, and the Speaker shall resume the chair and the Chairman report the cause of the rising of the Whole Committee.

ADMISSION TO HALL**Definitions.**

Rule 113. The space between the granite columns shall be known as the floor of the House and the space beyond the granite columns on either side shall be known as the lower gallery, and the space on the upper floor of the Hall shall be known as the upper gallery.

Admission to House Floor.

Rule 114. No person shall be admitted to the floor of the House or the House East Gallery other than the officers and members of the House and the staffs of the Speaker, Speaker Pro Tem, Majority and Minority Floor Leaders, Assistant Majority and Assistant Minority Floor Leaders and Chairman of the Budget Committee and, at the request of the Speaker, technical support staff needed to maintain data processing and other equipment. Other persons may be admitted to the floor and East Gallery with the consent of the House. Guests may upon written request, submitted five days in advance and with the consent of the Speaker, address the House from the dais at the beginning or adjournment of a daily legislative session or any recess thereof.

Admission to Lower Gallery.

Rule 115. No person shall be admitted to the lower gallery of the House except members of the General Assembly, spouses of members, employees of the House, Joint Committee Staff, the Governor, the Lieutenant Governor, the Secretary of State, the State Auditor, the State Treasurer, Judges of the Supreme Court, the Clerk of the Supreme Court, Judges of the Courts of Appeals or Circuit Courts, the Attorney General, Members of Congress, the Governor's Chief of Staff and former members of the General Assembly who are not registered lobbyists or who do not lobby for an individual or organization, and physically disabled persons. No official except current members of the General Assembly otherwise allowed to the lower gallery by this rule shall engage in any activity supporting or opposing any bill or resolution before the House from the lower gallery. Other persons may be admitted to the gallery by the chair upon special request of any Representative when the House is in session. Members of the press may enter the lower galleries while the House is in session for the purpose of interviewing members of the House.

Admission to Upper Gallery.

Rule 116. The gallery at the front of the chamber above the Speaker's dais shall be reserved for members of the press having valid credentials issued by the Speaker. All other upper galleries shall be open to the public. There shall be no smoking in the upper rear or upper side galleries.

Privileges of Former Members.

Rule 117. Former members of either House of the General Assembly employed as legislative counsel or agents shall enjoy only such privileges as are under these rules accorded to other legislative counsel and agents.

Permission Required for Electronic Devices.

Rule 118. Tape recorders, portable phones, video equipment, television equipment, photography equipment, and/or any other electronic recording devices are not authorized for use on the floor of the House or in any gallery of the

House Chambers unless permission has been granted from the Chair. Nothing contained in this rule shall prevent any member from using a portable laptop computer, which is hereby specifically authorized, unless any other member objects to the noise created or generated by any such laptop computer in which case the Chair may rule on whether or not any specific laptop computer shall be removed from the House floor.

RULES

May be Rescinded or Amended-How.

Rule 119. Any motion or resolution purporting to rescind or change the standing rules of the House or to introduce a new rule shall stand without reading or consideration and without discussion, explanation, or debate to the Committee on Rules. Such motions or resolutions as shall be favorably recommended by such committee for adoption by the House shall, upon such recommendation, be printed in the Journal and shall be placed upon a Resolutions Calendar. A constitutional majority shall be required to pass such a resolution.

May Be Dispensed With.

Rule 120. Rules 81 and 82 of the House shall not be suspended or dispensed with, unless by unanimous consent or unless two-thirds of the elected members concur therein. A rule which requires a two-thirds vote shall not be suspended, except by unanimous consent or unless two-thirds of the elected members concur therein. No other standing rule or order of the House shall be suspended, except by unanimous consent or unless a constitutional majority concur therein and motions for that purpose shall be limited to the question or proposition under consideration.

Jefferson's Manual.

Rule 121. The rules of parliamentary practice comprised in "Jefferson's Manual" and the "Rules of the House of Representatives of the United States" and the official collection of precedents and interpretations of the rules by parliamentary authorities of the United States House shall govern the House in all cases in which they are applicable and not inconsistent with the standing rules and orders of the House and the joint rules of the Senate and House of Representatives. The Office of the Chief Clerk, the Speaker, the Speaker Pro Tem, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader, and the Assistant Minority Floor Leader will make available copies of these documents in his/her office to any member who so requests. **Three copies of these documents shall be available during sessions of the House: one copy shall be at a location determined by the majority party, one copy shall be at a location determined by the minority party, and one copy shall be in the possession of the Sergeant-at-Arms.** The documents shall be purchased by the House and shall be the property of the House and not of the individual holding the office. The Manual, Rules, precedents and interpretations above referred to, shall be taken as authority in deciding questions not otherwise provided for in these rules.